

Considerations for On-going and Final Review

Rhode Island Department of Education

Explanation and Considerations for Use

The Rhode Island Department of Education created this list of considerations for schools as they develop a process for initial and final review of graduation portfolios. This list can be used guide the creation of a schedule that meets both your school's graduation portfolio requirements and state requirements. This list is not exhaustive; schools may need to add additional elements to meet the needs of their system.

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<http://www.ride.ri.gov/highschoolreform/dslat/>
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Considerations For On-Going Review And Final Review

Initial Review: The school must develop an initial review process to enable students to measure their potential for success prior to the Final Graduation Portfolio Review.

- The initial review process must take place a minimum of one academic year before the final review date and should take place yearly.
- An ongoing self-evaluation process should be part of the review, and verified by a counselor, mentor, or advisor. The process for reviewing the portfolio must be communicated to the parents.
- The student's Advisor or Guidance Counselor should do the Initial Review in conjunction with the student's teachers.
- Following the Initial Review, the student's Advisor or Guidance Counselor must meet with the student to develop a clear, concise plan, in writing, for correcting any specific deficiencies discovered in the Graduation Portfolio in time for the Final Review by the GPRC.

1. The school must decide upon the actual **structure of the Final Review process** including:

- When – school day? Weekend? Evenings?
- Where?
- Protocols:
 - GPRC members should receive Graduation Portfolios in advance of the Final Review meeting.
 - The GPRC must have sufficient time as a committee for reviewing and determining the fate of each Graduation Portfolio. Minimum: 30-45 minutes per Portfolio

2. The student needs to present their Graduation Portfolio sometime prior to the final review process. See below for suggested formats for presentations. The student must NOT be present during the evaluation of the Graduation Portfolio by the GPRC. A quality Graduation Portfolio must be able to stand on its own.

3. A formal procedure for recording and communicating the result of the GPRC review must be used. An indicator of the Graduation Portfolio status must be included with student's official records and transcripts.

Example: Commended Portfolio; Accepted Portfolio; Unsatisfactory Portfolio